

MEMORANDUM FOR: Director of Personnel

SUBJECT: Clearance of Officers Prior to Assignment to the Agency

*In the interest of economy & avoiding embarrassment*

1. In view of Congressional interest in eliminating unnecessary costs occasioned by moves of military personnel, and current travel regulations of the Department of Defense prohibiting two permanent change-of-station moves within one fiscal year, I would like to have the clearance of officer personnel completed before orders are requested for their assignment to the Agency.

2. To effect this change in the processing of military personnel, I would like the Military Personnel Division to draw up an outline for operating procedures which will be acceptable with the Services, our Medical Staff, Security Office and Comptroller. Such an arrangement, of course, is dependent upon the willingness of the Service to hold an officer for us for a reasonable period in order that we can complete our check. It will require that the officer be brought to Washington on temporary duty so that our Medical Staff and Security Office can complete their check and the operating officials concerned can interview him. Temporary duty orders will be issued by the military with reimbursement by the Agency for the expense involved.

3. It is my understanding that arrangements have already been worked out with the Army to hold officers for us and to bring them to Washington for temporary duty. As soon as it has been determined that the procedures set up for Army are working satisfactorily, I would like to have similar arrangements made for officers of the other services.

4. For the present, enlisted personnel need not be completely cleared before assignment. So far there has been no particular difficulty in effecting their reassignment in the Washington area when they fail to meet our requirements.

L. K. WHITE  
Deputy Director

(Support) No. 2

No Change in Class. ☐☒ Declassified

Class. Changed to: TS S C

Next Review Date:

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